

Cedarville University

Employee Safety & Security Orientation

Campus Security & Parking Related Issues -

The Campus Safety Department handles all matters relative to security and parking issues on campus. The department operates on a 24 hour-a-day basis. To contact us during business hours, Monday - Friday, call ext. 7992. After 5 pm or on weekends you may reach us through the campus operator until 12 am or dial 999 (on-campus only) on a 24 hour-a-day basis. From off campus, dial 239-6491 to speak with an officer directly.

Dial 911 for all situations requiring emergency medical, police or fire department intervention.

Please refer to the Campus Safety website listed under “DEPARTMENTS” on the campus homepage. This information includes crime statistics, crime prevention tips and complies with the Federal Campus Security Act of 1990. In addition, you may go to the Human Resources website and access information relative to security related policies in Chapter 10 of the Staff Hand book.

The Campus Safety Department also handles the issuance of all employee I.D. cards and parking permits. If you need any further information regarding parking on campus, you may refer to the Campus Safety website or contact our office.

Safety & Health Related Issues (safe work practices) -

Safety related policies and procedures are also managed by the Campus Safety Department at the University. This is not a comprehensive list of safety polices and procedures at the university, but does provide a summary of many of the primary safety issues that pertain to faculty and staff. Of course, the relevance of some of this material will vary depending on an individuals duties and responsibilities.

For more detailed information concerning these policies and procedures, please contact the Campus Safety office at ext. 7993. In addition, you may go to the Human Resources website and access information relative to safety related policies in Chapter 10 of the Staff Hand book.

Safety Hazard Reporting -

Cedarville University is concerned for the safety of persons on its property. To keep our campus free of potential hazards and limit our liability exposure, it is important to report all hazardous areas on the campus that could lead to potential injury.

Also, report happenings where trips, falls, slips, and “near misses” occur without injury. Knowing where potential injury could occur should help us to prevent potential problems and continue to keep the campus a safe environment for education and working.

Injury & Accident Reporting/Workers' Compensation -

Workers' Compensation is a law mandated by the State of Ohio to provide insurance coverage for all employees who may be injured on-the-job. The purpose is to help the work-injured employee recover and return to work status as quickly as possible. In Ohio, all employers must select a Maintenance Care Organization (MCO) to help manage their claims. At Cedarville University our MCO is CompManagement Health Systems, Inc., P.O. Box 1040, Dublin, Ohio 43017.

How to report an Injury and file a Claim?

- In case of emergency seek care immediately, contact 911.
- Notify your supervisor immediately of a work-related injury.
- Your supervisor should call Campus Safety to start the claims process and complete the appropriate incident report forms.
- If you need medical care, Campus Safety can assist you in selecting a participating medical provider offered within the MCO Network.

Refer to the Campus Safety website on the campus home page under departments for further information on injury/accident reporting and workers' compensation.

■ **Working Safely with Chemicals - Hazard Communications (OSHA 29 CFR 1910.120)**

Employees who work with chemicals as a regular part of their job must have available in the workplace Material Safety Data Sheets (MSDS's) to provide information on the dangers associated with chemical hazards and how to safely work with these products. All containers must also be labeled. For more information check with your supervisor or contact the Campus Safety Office to determine how this may apply to you.

■ **Electrical Safety (OSHA 29 CFR 1910.301) -**

When working with or around electrical equipment, use caution and assume responsibility for your safety and the safety of others. Call a university electrician in the Physical Plant Department to repair electrical problems in your building. Defective equipment should be labeled as such and removed from service. All new, permanent, or temporary electrical installations, or the replacement and repair of any electrical installation must be performed by qualified Physical Plant personnel and in compliance with the requirements of the National Electrical code (NEC).

■ **Ergonomics -**

Cumulative trauma to the body may cause injuries to the muscles, tendons, and nerves, based on force, pressure, posture and repetitive motion. Employees should be aware of their work stations and work environment by adapting the way a task is performed and keeping their body in a natural position. They should also alternate/vary task activities to avoid working in a static position for a long period of time. Please direct any further questions to your supervisor or contact the Campus Safety Department.

■ **Back Injury Prevention & Safe Lifting -**

Our backs can be injured by improper lifting of moderate to heavy objects, falling, auto accidents, and sports activities.

Basics of Good Lifting Techniques:

- Size up load before trying to lift it.
- Ask for help lifting when load is too heavy for you.
- Bend knees, lift with legs and keep buttocks extended outward.
- Do not twist or turn your body - move body with your feet.
- Make certain your pathway is clear of obstacles.
- Set the load down by bending knees and allowing legs to do most of the work.
- Always push, not pull, the object when possible.
- Use proper posture when sitting, standing, or reclining.
- Use equipment that is available to help with lifting.

■ **Indoor Air Quality -**

If you have any questions or concerns regarding indoor air quality issues please contact the Physical Plant and/or Campus Safety Departments. Carbon Monoxide is often a concern in buildings throughout the United States. Be aware that chronic symptoms of headache, nausea, dizziness, fatigue, ringing in the ears and vomiting may be signs of over exposure to CO. Report such matters immediately!

■ **Emergency Procedures/Fire Prevention & Response -**

The university has specific procedures for handling fire safety/prevention issues and evacuation in the event of fire. All persons must evacuate from the building when a fire alarm is sounded, unless they are directed to do otherwise by Campus Safety or Fire officials.

General fire safety & prevention regulations also require that nothing be stored within 18 inches of the ceiling and sprinkler head. Fire extinguishers, fire alarm panels, pull stations, exit doors, corridors & aisle ways, stairways, exit signs, emergency lights, sprinkler heads and smoke detectors must never be blocked and must be accessible at all times. ***Burning of popouri, incense and candles is prohibited in all buildings on campus.***

Tornado procedures and shelter locations have been established and are posted in all buildings on campus, e-mailed to faculty/staff and students each year.

(For more detailed information regarding fire and tornado response procedures, please refer to the Campus Safety website under “departments” on the campus homepage.)

■ **Personal Protection Equipment (OSHA 29 CFR 1910.132) -**

Personal protective equipment, PPE, is designed to protect you from health and safety hazards that cannot practically be removed from your work environment. Personal protective equipment is designed to protect many parts of your body including, eyes, head, hands, feet, ears and lungs.

Protection:

- Eyes - always use the correct eye and face protection if you work with liquid chemicals, hazardous gases or flying particles. Safety glasses & goggles are the basic form of eye protection.
- Head - head gear is required if you work where there is risk of injury from falling objects, or if you work near exposed electrical conductors which could contact the head. There are 3 different classes of Hard Hats - A, B & C. At Cedarville, the most common hard hat is the class A issue, which protects against falling objects and electric shock up to 2,200 volts.
- Hand - must wear when exposed to hazards of skin absorption of harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
- Foot - wear personal foot protection that is best for you while performing your job (do not wear thong-type footwear or go in bare feet). Use common sense to protect yourself and others.
- Hearing - you need to protect your ears when sound levels reach 85 decibels or higher for an 8-hour period. The most common types of ear protection are earplugs or earmuffs. DO NOT wear portable radio earphones while working. Wearing earphones prevents you from hearing potential dangers in the environment.
- Respiratory Protection - if you are working around chemical vapors, dusts, etc. you may need to wear some form of respiratory protection. This may include the use of air-purifying respirators and/or increased ventilation in the work area. Before using a

respirator of any kind, contact the Campus Safety Department for consultation and determination of need and training.

■ **Blood Borne Pathogens (OSHA - 29 CFR 1910.1030) -**

The blood borne pathogen standard was put into effect by OSHA and designed to eliminate or minimize occupational exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other blood borne pathogens.

General considerations:

- Follow universal precautions and wear proper gloves and protective clothing during clean-up process.
- Train all employees who might be exposed to blood or other body fluids on the job to understand: 1) the risks of exposure and the means of transmissions, and 2) procedures and practices that prevent exposure.

If you have any questions regarding this standard and how it may apply to you job, contact the Campus Safety Department.

■ **Fall Protection & Prevention (OSHA 29 CFR 1910/1926) -**

When using ladders, aerial lifts, scaffolds or when working on any height above 4 ft., certain fall prevention and protection measures must be taken. All persons must receive the necessary training prior to use. Contact the Campus Safety and/or Physical Plant Department for further information.

Avoid using chairs, standing on furniture or other unapproved devices to reach items above shoulder or head levels. Avoid carrying heavy or cumbersome loads in your hands while walking up and down stairways when your visibility can be impaired, that could result in a slip, trip or fall.

■ **Hand & Portable Powered Tools and Equipment -**

When working with any tool, you should make every effort to keep your hands (and other body parts) away from the point of operation. Most tools come with guards around the point of operation. As with larger pieces of equipment, however, not everyone takes advantage of guards. The guards must be on the equipment at all times.

■ **Compressed Air & Gases (OSHA 29 CFR 1910.101) -**

Employees using compressed air must not use it to blow off themselves or their clothing, due to injuries that it may cause to the eyes, ear drums or flesh. In addition, it is only to be used as a cleaning method when necessary and eye protection must be worn. Others working around the use of compressed air should be shielded from the air blast and flying chips.

Compressed air tanks must be kept away from areas where they can be banged or knocked over, and secured upright by chain, cable or something similar. Oxygen cylinders should be stored at least 20 feet from combustible materials. When not in use, valves should be tightly closed.